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UNITED STATES NAVY YARD
Philadelphia, 12, Pa.

A6-4(PA-543)
10 September 1945

To: Commanding Officers, Vessels Being Decommissioned.

Subj: Personal Mail - Forwarding of.

1. After arrival of a vessel for decommissioning at Navy Yard, Philadelphia, the delivery and forwarding of personal mail addressed to officers and men of the crew will remain the responsibility of the commanding officer until the date of actual decommissioning. After that date, Fleet Post Office (Building No. 52, Navy Yard) will assume the responsibility for forwarding such mail in accordance with information supplied by the commanding officer.

2. In order that complete and efficient directory service may be accorded this mail, prior to decommissioning, the commanding officer of each vessel will be required to submit to the Officer in Charge, Fleet Post Office, Philadelphia, a list showing full name and rank or rating of each officer and man on board at the time of arrival in the Navy Yard, along with the complete mailing address to which mail for each individual is to be forwarded.

3. In the case of personnel detached for separation from the Naval service, the mailing address shown in the list required in the proceding paragraph shall be the same as that on forms NavPers 693 prepared in accordance with BuPers CL 239-45 contained in Restricted Navy Department Semi-Monthly Bulletin dated 15 August 1945.

4. For the information of commanding officers of vessels having Navy Post Offices on board, attached are the latest instructions from Chief of Naval Operations in regard to discontinuance of Navy Post Offices and disposition of postal effects.

M. F. Draemel

M. F. DRAEMEL,
Commandant, Navy Yard.

SHIPS, MOBILE UNITS, AND OVERSEAS SHORE BASES
BRANCHES OF POST OFFICE, NEW YORK, N.Y.

When Navy Mail Service is to be discontinued, the Commanding Officer shall designate a commissioned officer who will make a final audit of the Navy Mail Clerk's accounts and postal effects.

Disposition of funds, accountable stock and supplies shall be made as follows:

(A) Remit all postal funds to the Postmaster, New York, N. Y. by check drawn of the Treasurer of the United States. Unexpended stamp stock on hand shall accompany the check, together with report of final audit of the postage stamp fixed credit on form 6019-I(NPO). The package shall be marked "Cashier's Office".

(B) If money-order service is in effect, remit all money-order funds to the Postmaster, New York, N. Y. by check drawn on the Treasurer of the United States accompanied by paid orders, if any, with form 6927 on which they are described, form 6019-E(NPO) and 6019-(NPO), the unused money-order blanks, the "all purpose stamp", final audit on form 6019-I (NPO), and all money-order records with itemized list enclosed. The package shall be marked "Money Order Division".

(C) All other records and Rotary Lock Key, if assigned, accompanied by an itemized list shall be forwarded in a separate package to the Postmaster, New York, N. Y. marked "Registry Division". The rotary key shall be enclosed in an envelope appropriately labeled to facilitate its location when the package is opened.

(D) Forward other postal effects including the LA key to the Postmaster New York, N. Y. in sealed packages. The LA key shall also be enclosed in an envelope before wrapping in a package with other items. An itemized list of the contents shall accompany each package which will be addressed "Supply Division". Miscellaneous operating supplies such as blank forms, twine, etc., at shore based activities shall be forwarded to the Navy Supply Depot for the area or nearest Fleet Post Office. Care shall be taken to see that any special items of equipment such as cancelling machines furnished by the Post Office Department are returned at the same time as other supplies, as these items are charged against the Navy post office and must be accounted for before the records are closed.

(E) Items (A) (B) (C) and (D) shall be registered at some post office or branch other than the one being discontinued. If a post office or branch is not available, these items shall be forwarded via registered Guard Mail to the nearest Fleet Post Office for onward transmission by official registered mail.

In those cases where the above procedure cannot be followed due to loss of accountable postal supplies and equipment through the sinking of a ship or damage to a ship or shore establishment, the provisions of CNO directive Op-20-MX-ml/vd, Serial 0780520 (SC) Ae-4 of 31 August 1944 to All Ships and Station, published in the Confidential Navy Department Bulletin of 15 September 1944, shall apply.

(F) The Commanding Officer shall then advise CNO, Postal Affairs Section, of the date of discontinuance, name of Navy Mail Clerk, and date postal effects and accounts were forwarded, furnishing numbers of registry receipts and copies of the audits together with duplicates of the list describing contents of items (B) (C) and (D).

(G) Equipment furnished by the Navy such as typewriters, letter cases, pouch racks, etc., shall be treated as other surplus items.